

From: [Angelich, Michelle](#)
To: [Gaudario, Abigail](#)
Cc: [McIlwain, Serena](#); [Owens, Adrienne](#)
Subject: EMD Weekly Report for October 20, 2016
Date: Thursday, October 20, 2016 10:37:00 AM

Hi Abi,

Please see below for EMD's Weekly Report.

Thanks,
Michelle
2-3016

EMD Weekly Report for October 20, 2016

ARA Schedule: [REDACTED] Internal Personnel (b) (2)
[REDACTED]

New Laptops Arriving: 192 laptops procured with FY16 end of year funds are due to arrive the week of November 7. The IT Support Office is currently developing an allocation plan which will be followed by the deployment schedule. We plan to begin deployment in December.

New Fitness Center: GSA has advised us that the revised substantial completion date for the new fitness center is November 8. The Facilities Office will move equipment from the existing center to the new center on November 12. This will be followed by a LEED flush with the new center opening on November 21.

Cincinnati Finance Center Training: Kathryn Sullender from the Cincinnati Finance Center (CFC) was in the regional office the week of October 17th. On October 18 and 19, she delivered six training sessions on the transit subsidy card program and approximately 230 employees attended the training sessions. As of October 19, the CFC has received over 75 new enrollment forms. There will be three makeup sessions via Adobe Connect, scheduled on October 25 and 26 and November 2. On October 20, Kathy will provide two travel training sessions to the regional administrative officers and funds approvers (about 30 attendees).

Interim Budget Allocation: The interim allocation memo for FTE, training and travel was distributed to the divisions on October 14. The interim RSA allocation will be distributed on October 27. Both interim allocation memos provide funding allocation limitations for the Continuing Resolution period ending December 9th and will be updated as needed. [REDACTED]

Deliberative Process (b) (5)
[REDACTED]